

DEPARTMENT OF BENEFIT PAYMENTS



April 5, 1974

ALL-COUNTY LETTER NO. 74-56

TO: COUNTY WELFARE DIRECTORS

SUBJECT: DESTRUCTION OF ASSISTANCE AID CASE RECORDS

REFERENCE:

State and Federal regulations permit closed adult assistance aid case records for the period July 1, 1963 through June 30, 1968 to be destroyed. Closed adult assistance aid case narratives may be destroyed for the period July 1, 1968 through June 30, 1970.

Closed Aid to Families with Dependent Children (AFDC) assistance records may be destroyed for the period July 1, 1963 through February 2, 1967. AFDC assistance case records for the period February 2, 1967 through October 31, 1969 must be held pending the outcome of the McGonigle vs. State of California class-action court case. Closed AFDC assistance case narratives for the period November 1, 1969 through June 30, 1970 may also be destroyed.

This authorization to destroy case records is for purposes of fiscal accountability to the Department of Benefit Payments and does not, of course, affect any requirements for a longer retention period imposed by any county's own administration. All records destroyed must have been audited by the Department of Social Welfare or the State Controller's Office, and any records required for unresolved Federal or State audit exceptions or court cases may not be destroyed.

Accordingly, the following records and detail should not be destroyed:

Zero Grant Cases

The Federal audit exceptions pertaining to zero grant cases for fiscal years 1960/61, 1961/62 and 1962/63 have not been settled. Please retain the necessary records and detail which will show that a payment was made for medical services in the month in which a recipient county (Zero Grant Case) was claimed or that a supplemental grant payment was made. These records include the 278 L forms and the county payroll or transmittal listings detailing payment and/or Zero Grant Cases.

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McGonigle vs. State of California

As already indicated, the AFDC case records for the period February 2, 1967 through October, 1969 must be held pending the outcome of the McGonigle vs. State of California court case.

AFDC Foster Care

AFDC Foster Care cases for the period July 1, 1962 through June 30, 1966 must be retained by the following counties pending a Department of Health, Education and Welfare (DHEW) audit exception protest decision:

| | |
|-------------|----------------|
| Butte | Sacramento |
| Fresno | San Bernardino |
| Kern | San Diego |
| Los Angeles | San Francisco |
| Madera | Santa Clara |

Vendor Medical Payments

Data to support the amount of vendor medical payments for the period July 1, 1962 through June 30, 1966 must be retained by the following counties pending DHEW audit exception protest decision:

| | |
|------------|---------------|
| Riverside | San Diego |
| Sacramento | San Francisco |


OTHER DATA THAT MUST BE RETAINED

All Administrative Expense Claims and supporting data since July 1, 1963 must be held pending the outcome of numerous protested Federal audit exceptions.

Government Code Section 26907 requires that the warrant register or a photographic reproduction thereof shall be retained for a period of 15 years.

Property Inventory records including depreciation for current property and property disposed of after July 1, 1970 must be retained.

Contact Reference: Joe Sirks, Telephone (916) 445-0480.

for 
David B. Swoap
Director of Benefit Payments

cc: CWDA